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34009 ALVARADO-NILES ROAD  
UNION CITY, CA 94587  
(510) 471-3232

## **YOUTH EMPLOYMENT COORDINATOR**

### **DEFINITION**

Under the supervision of the Youth & Family Services Manager, the Youth Employment Coordinator will provide job readiness training and job placement to high risk youth and young adults.

### **EXAMPLES OF DUTIES**

- Establish relationships with businesses in the Tri-City area that are willing to provide internships, trainings and jobs to high risk youth.
- Gathering information: labor market, wage/salary, legislative, demographic, business/social trends, participant, program, employers.
- Staying abreast of labor market and hiring trends and assessing their effect on our programs and participants.
- Adapting workshop material as appropriate given the trends/making program recommendations based on trends.
- Collaborating with coworkers and staff from other public and private nonprofit agencies including case managers, eligibility workers, vocational counselors, OJT job developers, job developers, family service workers.
- Facilitating and co-facilitating employment preparation and skills workshops.
- Maintain records, documentation and perform other related duties as required.
- Attend scheduled meetings, trainings and workshops.

## **QUALIFICATIONS**

### **Knowledge Of:**

- Basic employee rights and responsibilities

### **Ability To:**

- Recruit employers, establish relationships with businesses and community referral agencies.
- Solicit job orders, make referrals, advise employers, facilitate job acquisition including soliciting referrals for Sacramento Works system and EDD CalJOBS.
- Provide current local labor-market information and develop job leads.
- Schedule employment interviews and debrief participants/employers.
- Provide on-going role modeling of soft skills: being punctual, timely follow through, being polite/assertive and having a positive attitude.
- Administer, review and interpret vocational tests.
- Assist participants in identifying transferable skills, potential skills and skills related to local job market by setting realistic employment goals.
- Assist with the development of master application forms/writing resumes.

### **Skill At:**

- Motivating and working with youth from diverse racial, ethnic, socioeconomic backgrounds and sexual orientations

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Experience:**

Two - three (2-3) years experience working as a Youth Employment Coordinator with a culturally diverse population of youth and families who are at risk.

Experience recruiting employers, establishing relationships with business and community referral agencies.

Excellent communication and conflict resolution skills.

Excellent written and oral skills.

Experience in conducting job readiness training.

Experience in job placement.

Culturally competent and demonstrated leadership skills.

Bilingual capabilities (especially in Spanish) are desirable.

**Education:**

Bachelor degree in a relevant field may be substituted for 2 years experience as a Youth Employment Coordinator.

**SPECIAL REQUIREMENTS**

Successful completion of a background inquiry, fingerprints TB test, and Spanish test (if Spanish speaking).

**LICENSE OR CERTIFICATE**

Must own a car and possess and maintain a valid California Driver's license and have a satisfactory driving record.

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